VERSION 8

inspiration®

Getting Started

Windows® | Macintosh®

Inspiration® SOFTWARE, INC

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Chapter 1: Getting Started

Powered by the proven strategies of visual learning, Inspiration® is the essential tool students rely on to plan, research and complete projects successfully. Using the integrated Diagram and Outline Views, students create graphic organizers, develop ideas and expand topics into writing. As a result, they gain and retain a better understanding of concepts and demonstrate knowledge, improving their performance across the curriculum.

This guide is designed to help you get started using Inspiration. It contains:

- What's great in Inspiration 8!
- System requirements
- Installation instructions
- Customer service information
- Introduction to Inspiration
- Tutorial

Where to find more information

The Inspiration Help system contains detailed information about using Inspiration commands and features. The *Inspiration User's Manual* is available as a PDF and contains all the information in the Help system.

- To access the Help system while you are using Inspiration, choose Help on the Help menu.
- To view or print the *Inspiration User's Manual*, see “Viewing and printing Inspiration documentation” on page 17.
- Inspiration Technical Support is available online. To connect to Technical Support while you are using Inspiration, on the Help menu select Online Technical Support.

What's great in Inspiration 8!

Inspiration includes the following new features and enhancements:

More ways to engage and learn visually

Searchable symbols. Quickly find symbols to better express ideas and represent concepts by searching with keywords. Inspiration provides more than 1,000 symbols, plus access to more than one million additional symbols through Inspiration Web Resources.

To find a symbol, enter keywords in the box at the bottom of the Symbol palette, then click . Inspiration searches both the built-in symbol libraries and the online symbol collection, then displays the search results in the palette.

Video and sound integration. You can now insert and play multimedia, such as QuickTime® movies and MP3s, to create more engaging and informative projects.

- **Video**

  Enhance your diagrams with videos created in other programs. You can integrate video by creating custom video symbols.

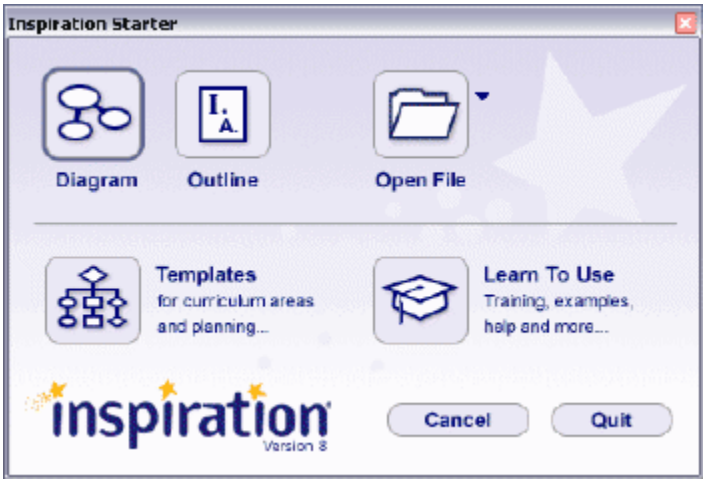
  Click on your diagram to select where you wish to insert a video file. On the Tools menu, point to Insert Video or Sound, then select Video. The first frame of the video is visible. To play the video, click the Video button .

- **Sound**

  To attach an audio file to a symbol or topic, point to Insert Video or Sound, then select Sound File. To play the attached sound, click the Audio Quick Control .

Jumpstart projects and research with ease

Starter screen. Begin projects quickly from the new Inspiration Starter screen. Create a new diagram or outline, continue work on a recent file or jumpstart any assignment with one of 120+ templates. You can also explore "how to" videos and curriculum resources by selecting Learn to Use.



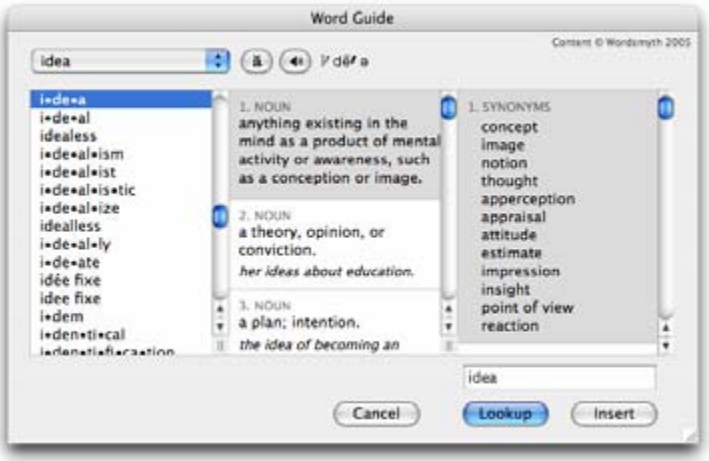
More inspiring templates. Start projects quickly with templates that offer frameworks for gathering information and organizing ideas. Choose from 65 templates that cover language arts, science, social studies, thinking skills and planning topics. An additional 60 templates are available through Inspiration Web Resources.

When creating templates with the Template Wizard, you can limit symbol libraries to focus learning. And, custom libraries can now be distributed with any template!

Powerful drag and drop capabilities. Inspiration 8 introduces familiar drag and drop actions that make research a snap. Quickly move text, images, video and sound files from other sources into your Inspiration projects. Drag and drop URLs—or files from your desktop—to create hyperlinks to important reference materials.

Write with more clarity and accuracy

Innovative Word Guide. The Word Guide helps you select words with precision while building vocabulary. This integrated dictionary and thesaurus links synonyms to specific definitions so word choices can be made with greater understanding.



To look up a word, select it and click the Word Guide button on the Main toolbar.

Auto spell check. Auto spell check streamlines the revision process by identifying misspelled words in the context of your document. A dashed red line designates misspellings, which are easily corrected with a single click.

More transfer options. When you're ready to finalize a written project, new Transfer tool options allow you to move just the information you need to your preferred word processor. For instance, transfer notes only, with no indention, to ready a report for finalization.

To select transfer options, click the Transfer button on the Main toolbar.

Inspiration Web Resources

Use Inspiration with an Internet connection to seamlessly access these additional complimentary resources:

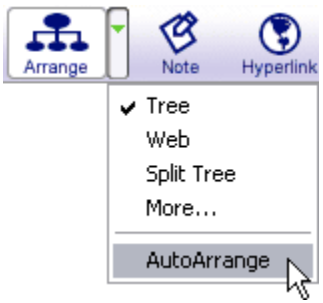
More than one million symbols. Students better demonstrate their understanding and communicate their ideas by including symbols in their projects. An online Inspiration symbol collection, containing more than one million illustrations and photographs, offers safe image choices for any topic.

50+ Curriculum Packets. Curriculum Packets help teachers effectively integrate visual learning techniques as they address multiple learning styles. Each comprehensive online packet provides an integrated unit plan with multiple templates and exemplars. Each of the 50+ packets offers standards-aligned supplemental instructional units for high-school level language arts, social studies or science.

On-demand training videos. Learn how to use Inspiration and complete projects efficiently with on-demand training videos. These online videos cover Inspiration's most commonly used features.

And more . . .

Arranges and changes. Organizing your work just got easier! Select an arrange style in one step with the new Arrange Options button on the Main toolbar, or click the Arrange button to open the enhanced Arrange dialog. Redesigned for greater clarity, the dialog provides more layout options and a preview window to guide your choices.



- **AutoArrange**

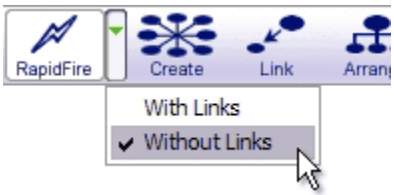
  Now you can effortlessly maintain the structure of your diagram and keep your ideas organized. AutoArrange automatically incorporates linked symbols into your chosen arrange style. To try it out, click the Arrange Options button on the Main toolbar, then select AutoArrange.

  Note that when AutoArrange is on you can continue to move symbols to change their order of position.

- **Split Tree arrange**

  Choose the Split Tree arrange to organize your diagram across a left-right axis. To apply this arrange style, click the Arrange Options button, then select Split Tree.

RapidFire® Without Links. Use the RapidFire Without Links tool when you want to brainstorm ideas first and create relationships later. To add a series of unconnected symbols, click the RapidFire Options button on the Main toolbar, then choose Without Links.



New Template Wizard functions. The Template Wizard introduces a number of new options to customize the learning experience.

- **Template description**

  On the first screen of the Template Wizard, you can enter a brief description to help students understand a template's purpose and use.

- **Limit symbol libraries**

  Limit which symbol libraries are available for a specific project in order to remove distractions and focus learning. You can even limit access to the online symbol collection.

- **Save custom libraries**

  Enrich your templates with tailor-made symbols libraries. Custom libraries can now travel with a template, eliminating the need to load the libraries on each computer.

Export enhancements. All export types are now gathered in one convenient Export dialog. Each screen includes a preview window which clearly illustrates your options.

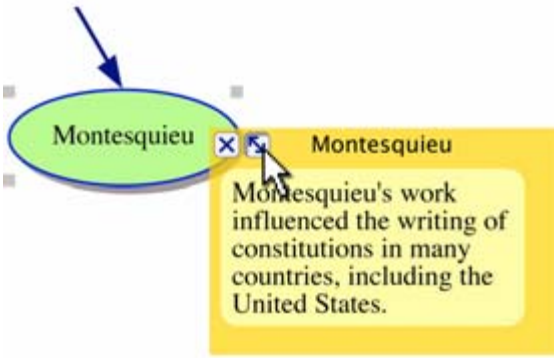
Among the new features:

- The Site Skeleton® export includes symbol images, automatically adding visual elements to your web pages.
- The HTML exports create links to your multimedia files.
- Additional options in the word processor export let you save just the information you need.

To export your work, select Export on the File menu.

Smart Checklist. Let Inspiration take care of tracking your progress when you use checklists. Turn Smart Checklist on—now when you check a topic, all of its subtopics are automatically checked; check all of the subtopics beneath a topic, and the topic is checked. To use Smart Checklist, on the Tools menu make sure Show Checklist is on, then select Smart Checklist.

Note resize button. Can't see all the text in a note? Too much wasted space? Simply click the Resize button and the note will automatically size to fit the text.


Montesquieu
Montesquieu
Montesquieu's work influenced the writing of constitutions in many countries, including the United States.

Fit to Window button. See all of your diagram at the click of a button. The Fit to Window button adjusts the zoom so your entire diagram is sized nicely on screen.

Expanded Formatting toolbar. Inspiration 8 puts more tools at your fingertips! Change link style, arrow direction and line thickness using handy controls on the Formatting toolbar.

Installing Inspiration

Before installing Inspiration, make sure your computer meets the following minimum requirements:

System requirements

Windows

- Pentium 75 MHz or higher
- Windows 95, 98, 2000, NT 4.0, ME or XP (including Tablet PC Edition)

  (Windows 95 requires Internet Explorer 4 and Windows Socket 2 Update. NT 4.0 requires Internet Explorer 4.)
- 8 MB RAM
- 15 MB available hard drive; 50 MB for full install
- Recommended:
  - Internet connection
  - QuickTime®
  - 800x600 display
- Optional:
  - Interactive electronic whiteboard
  - Microphone
  - Printer

Macintosh

- System 8.6, 9.x or OS X (10.1.5 or higher)
- 5 MB available RAM
- 10 MB available hard drive (8.6 and 9.x); 65 MB for full install
- QuickTime®
- Recommended:
  - Internet connection
  - 800x600 display
- Optional:
  - Interactive electronic whiteboard
  - Microphone
  - Printer

About upgrading from an earlier version of Inspiration

When you install Inspiration 8, it does not overwrite any earlier version of Inspiration installed on your computer. This enables you to keep custom templates and custom symbol libraries created in the earlier version of Inspiration.

After you install Inspiration 8, you can copy custom templates and symbol libraries from the earlier version to the Templates and Libraries folders within the Inspiration 8 folder.

Copy individual symbol libraries to the Custom Libraries folder, located in the Libraries folder.

Copy templates from the earlier version of Inspiration to the Templates folder inside the Inspiration 8 folder. After you copy the templates and libraries you want to keep, you can remove the earlier version of Inspiration from your computer.

Any files you created using Inspiration 6 or Inspiration 7 can be opened by Inspiration 8.

Windows installation

1. Close all programs, including screen saver and anti-virus programs.
2. Insert the Inspiration CD-ROM into your CD-ROM drive.
3. Double-click My Computer, and then double-click the icon for your CD-ROM drive.
4. Double-click the Install.exe icon, and then choose an install location.
5. Select Easy Install to install the full Inspiration program, including symbols, templates, examples and the Help system.

   –or–

   Select Minimum Install to install the application and the minimum number of components required to run the program. Choose this option if you have limited hard disk space and you do not want to install the full Inspiration program.
6. Follow the instructions on your screen to complete the installation process. A message appears when installation is complete.

   If necessary, the installer will add the required text-to-speech software to your computer. Click OK to install.

   The installer will also inform you if QuickTime, or an update, is needed. QuickTime enables Inspiration's multimedia capabilities. Click OK to view a web page that will help you download this free software.

   After completing these additional installations, you can choose to restart your computer now or later.
7. Inspiration starts automatically and the Personalize Inspiration dialog appears.
8. Enter your name and/or organization and your serial number.

   Note: Your serial number can be found on the CD-ROM sleeve. The serial number identifies your copy of Inspiration; it is required to personalize your Inspiration application. Click OK.

   To register your copy of Inspiration, see "Registering Inspiration" on page 18.

Macintosh installation

1. Close all programs, including screen saver and anti-virus programs.
2. Insert the Inspiration CD-ROM into your CD-ROM drive.
3. If you are using Mac OS X, drag the Inspiration 8 folder to your Applications folder. Installation is complete. Start up the application and skip to step 7.

   –or–

   If you are using Mac OS 8.6 - 9.x, double-click the Inspiration 8 Install icon to install Inspiration.

   If necessary, the installer will ask to add required system software to your computer. Click OK to install. After updating the computer's system software, your computer will restart and automatically continue the Inspiration installation.

   If necessary, the installer will ask to add the required text-to-speech software to your computer. Click OK to install. After updating the computer's system software, your computer will restart and automatically continue the Inspiration installation.

   The installer will also inform you if QuickTime, or an update, is needed. QuickTime enables Inspiration's multimedia capabilities. Click OK to view a web page that will help you download this free software. Run the QuickTime installer and then restart your computer. The Inspiration installation will continue automatically.
4. Select Easy Install to install the full Inspiration program, including symbols, templates, examples and the Help system.

   –or–

   Select Minimum Install to install the application and the minimum number of components required to run the program. Choose this option if you have limited hard disk space and you do not want to install the full Inspiration program.
5. Follow the instructions on your screen to complete the installation process. A message appears when installation is complete.

6. Inspiration starts automatically and the Personalize Inspiration dialog appears.
7. Enter your name and/or organization and your serial number.

   Note: Your serial number can be found on the CD-ROM sleeve. The serial number identifies your copy of Inspiration; it is required to personalize your Inspiration application. Click OK.

   To register your copy of Inspiration, see "Registering Inspiration" on page 18.

Network installation

Refer to the network installation instructions provided with your volume license. Volume licenses are available from Inspiration Software, Inc. For more information, call 503-297-3004.

Viewing and printing Inspiration documentation

The *Inspiration User's Manual* and other written documentation is available in the form of PDF files. To view or print this information, you need Adobe® Acrobat® Reader installed on your computer. If your computer does not have Acrobat Reader, you can download a free copy from Adobe at www.adobe.com.

To view or print Inspiration documentation:

1. Start Inspiration.
2. On the Inspiration Starter screen, click the Learn to Use button.
3. Double-click the Inspiration Documentation folder to open. The folder contains two documents:

Getting Started.pdf	*Getting Started Guide*, including installation instructions and tutorial.
User's Manual.pdf	*Inspiration User's Manual*

4. Double-click a PDF to view or print.

Removing Inspiration

Windows

1. Click the Start button, point to Settings, and then click Control Panel.
2. Double-click Add/Remove Programs.
3. Select Inspiration 8 in the list box, and then click Add/Remove.

Macintosh

- Drag the Inspiration 8 folder to the Trash, and then empty the Trash.

Registering Inspiration

If you purchased a single copy of Inspiration, you can register online or send in the printed registration card provided.

To register online, click Register Online after you personalize Inspiration. Your browser starts and opens Inspiration's online registration form. Follow the on-screen instructions. (Note: You must have a modem and a browser installed to register online.) If you are unable to register online, please complete and mail the printed registration form.

To register a volume license, please complete and mail or fax the printed license agreement.

When you register, you're entitled to special benefits from Inspiration Software, Inc. As a registered customer, you receive:

- Free telephone, fax and email technical support
- Substantial discounts on Inspiration upgrades
- Tips on using Inspiration
- Information about new products or updates
- *Flashes*, the Inspiration Software, Inc. email newsletter

Customer service

Inspiration Software, Inc. is committed to assisting our customers. If you have comments, questions or need assistance while working with Inspiration, you can contact us by email, telephone or fax. You can also connect directly to Inspiration Technical Support by choosing Help on the Web on the Help menu.

Inspiration Software, Inc. provides customer service and technical support for registered users. Be sure to register so you can take advantage of our support services.

When you contact us, please be ready to provide your serial number. Our support services are open Monday-Friday from 8 a.m. to 5 p.m. Pacific time.

Telephone 503-297-3004

Fax 503-297-4676

Email techsupport@inspiration.com

Chapter 2: Introducing Inspiration

In Inspiration you think and learn visually. Inspiration allows you to create a picture of your ideas and concepts in the form of a diagram. It also provides an integrated outlining environment for developing your ideas into organized written documents. Inspiration stimulates both visual and linear thinking to deepen understanding of concepts, increase memory retention, develop organizational skills and tap creativity.

When you work with visual representations of ideas, you easily see how one idea relates to the others. Learning and thinking become active rather than passive. You discover where your deepest knowledge lies and where the gaps in your understanding exist. When you create a visual map of ideas, you recall details better than if you had simply read a paragraph—that's because you can see it in your mind.

If you have an idea that you want to expand, whether it's a concept for a written document or mapping out a plan, Inspiration can help you organize your thoughts and save you time. You can use the diagramming part of the program to work through your ideas, arranging them and grouping them to clarify your thinking.

When you're ready to structure your ideas, you can use Outline View to organize your ideas hierarchically. Inspiration's outlining environment is perfect for adding structure to written documents, reports and plans.

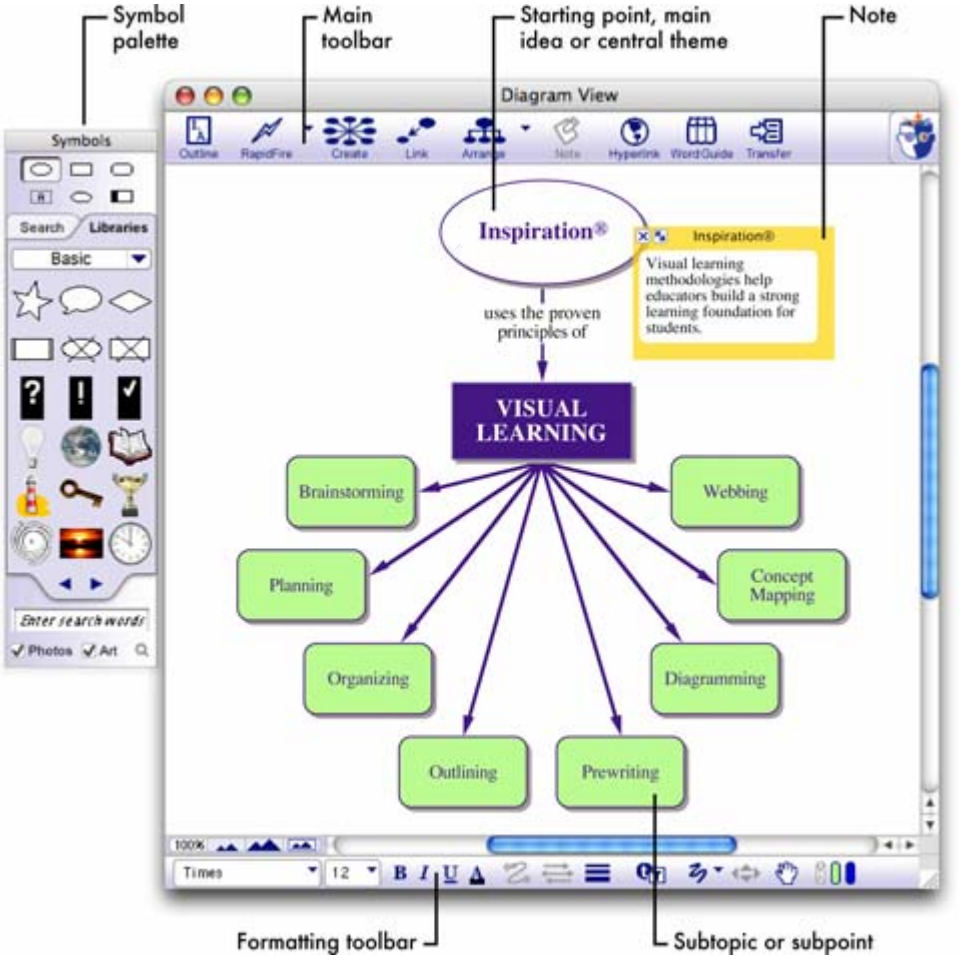
About the Inspiration views

Inspiration has two views or environments: Diagram View and Outline View. As you work, both keep track of your ideas. Sometimes you will work exclusively in Diagram View to create a graphic organizer or a map showing how ideas or concepts relate. Other times you will work in Outline View where you might organize and write a report.

Diagram View

You can use Diagram View to create a diagram or a map that shows the relationship between ideas or concepts.

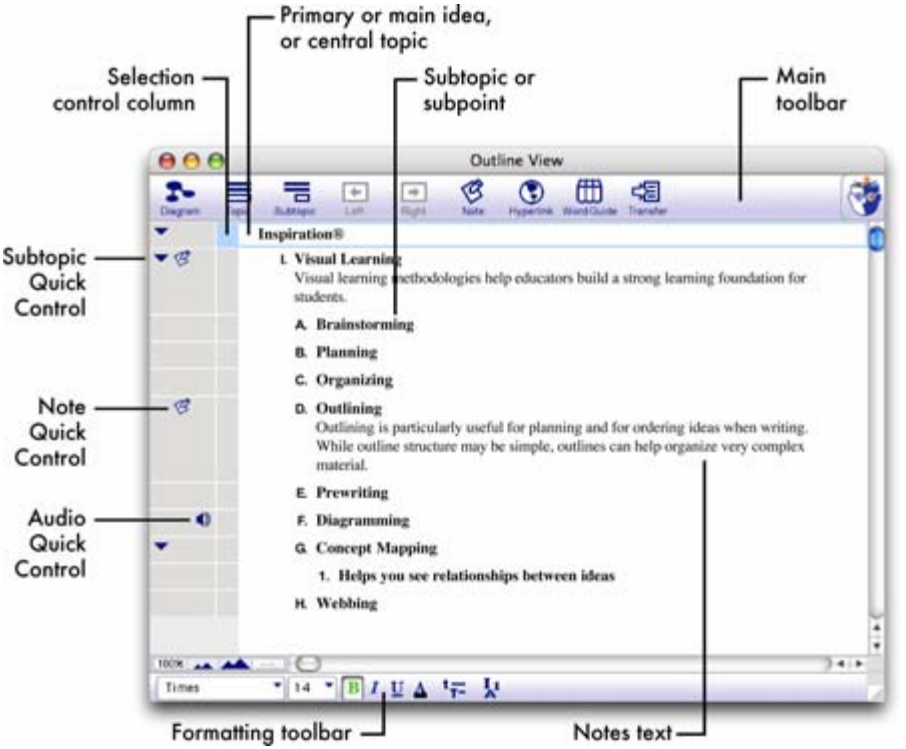
Here's what Diagram View looks like:



Outline View

You can use Outline View to create an outline of your ideas or to organize and write a report.

Here's what Outline View looks like:


Primary or main idea, or central topic
Selection control column
Subtopic or subpoint
Main toolbar
Outline View
Subtopic Quick Control
Note Quick Control
Audio Quick Control
Inspiration®
I. Visual Learning
Visual learning methodologies help educators build a strong learning foundation for students.
A. Brainstorming
B. Planning
C. Organizing
D. Outlining
Outlining is particularly useful for planning and for ordering ideas when writing. While outline structure may be simple, outlines can help organize very complex material.
E. Prewriting
F. Diagramming
G. Concept Mapping
1. Helps you see relationships between ideas
H. Webbing
Formatting toolbar
Notes text

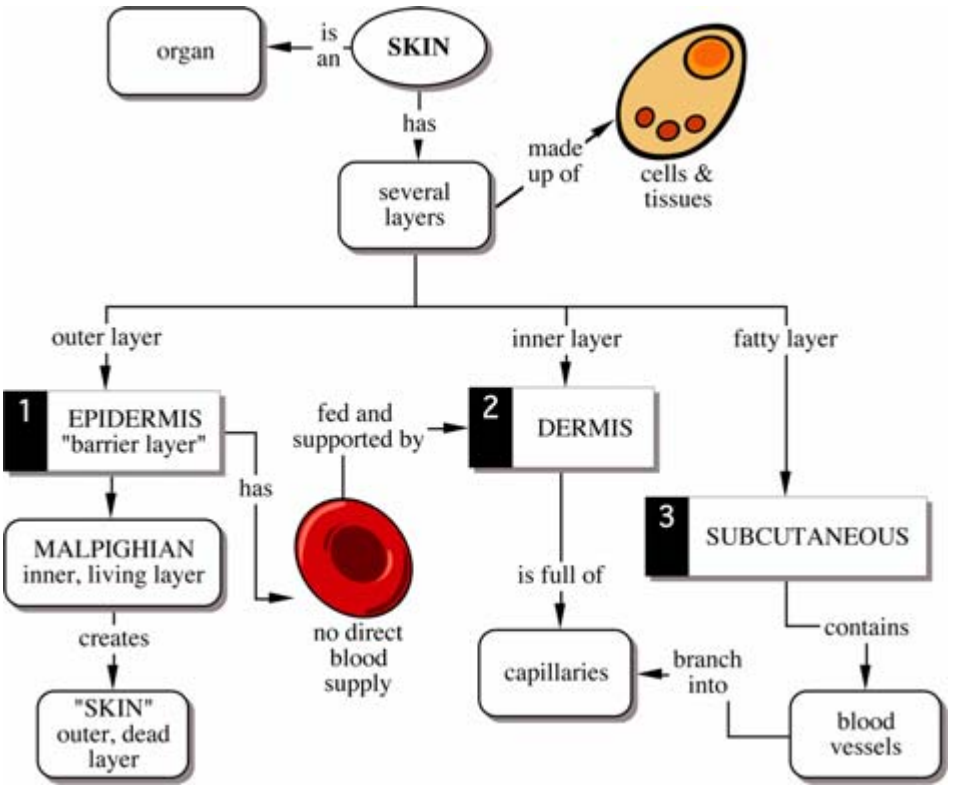
Uses of diagrams

In Inspiration you can create many types of diagrams. It doesn't matter if you're comparing literary novels, looking at cause and effect or developing your understanding of a complex concept. The kind of diagram you create in Inspiration depends on the idea you want to develop. The following are some of the different types of diagrams you can easily build using Inspiration.

Concept map

A concept map is a hierarchical diagram used to represent a set of concepts beginning with the most general or most important and then working down to more specific detail. Key concepts are connected by links that have descriptive words on them explaining the relationship between the concepts.

Concept maps are often used to illustrate scientific or historical concepts or for other types of knowledge mapping.

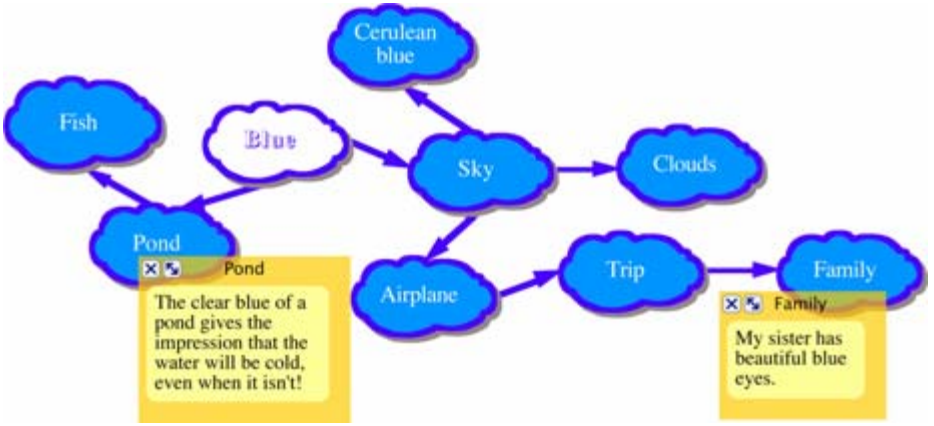


The *Skin* diagram is an example of a concept map.

Idea map

You can use an idea map to brainstorm ideas and develop thoughts. An idea map starts with a main idea or problem in the middle of the screen. You record ideas associated with the main idea in symbols that radiate out from the main idea. The symbols connect to the main idea with links. Subtopics or specific details are then added to those ideas. You let the ideas flow and then step back and look at main themes, patterns or possible solutions.

Idea maps can be used for individual or group brainstorming, planning, problem solving and report writing.

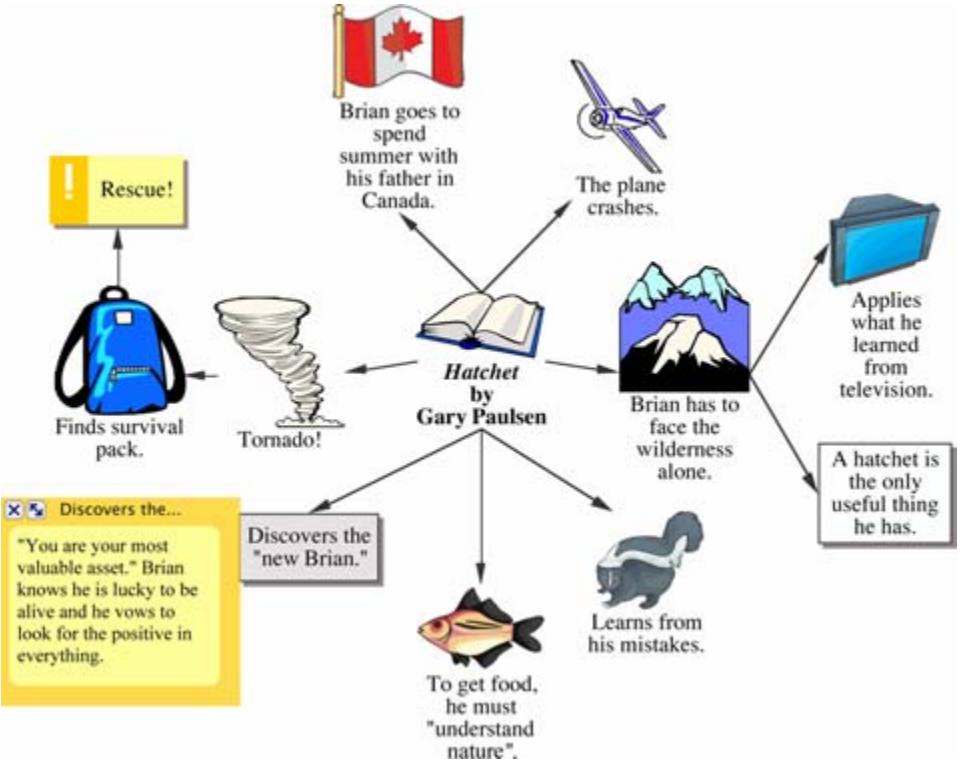


The *Blue* diagram is an example of an idea map.

Web

A web is a visual map that shows how different bits of information relate to each other. A web has a main idea or core concept at the center, with different categories of information connected to it. Ideas, facts and information are connected to the categories to support them.

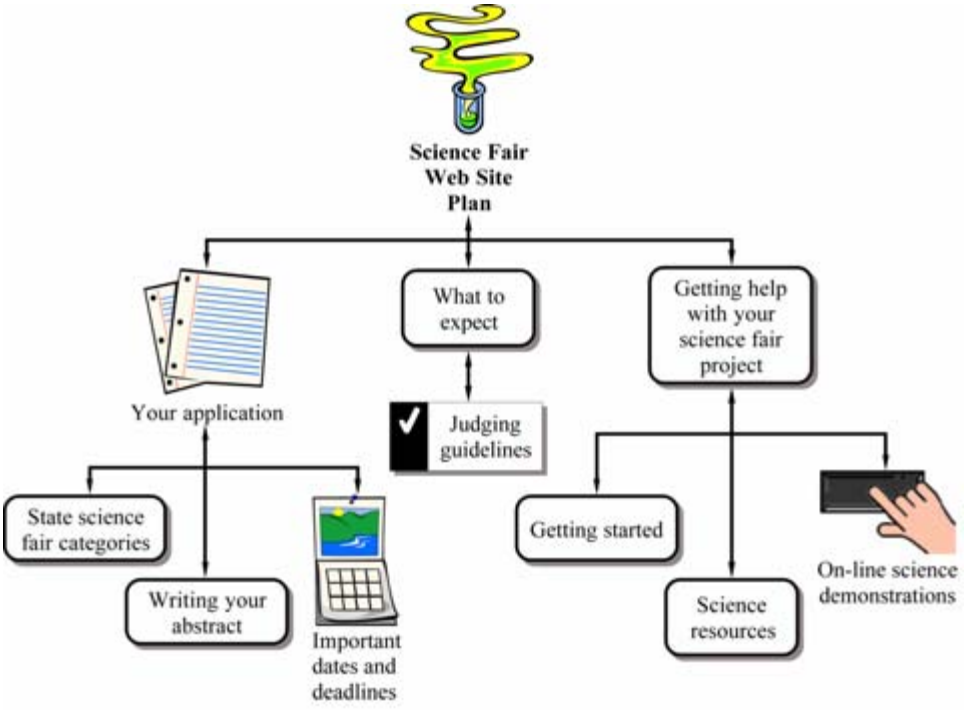
Webbing is particularly useful when you're analyzing a story or brainstorming ideas for a plan or written report.


Brian goes to spend summer with his father in Canada.
The plane crashes.
Rescue!
Applies what he learned from television.
Finds survival pack.
Tornado!
Hatchet by Gary Paulsen
Brian has to face the wilderness alone.
A hatchet is the only useful thing he has.
Discovers the...
"You are your most valuable asset." Brian knows he is lucky to be alive and he vows to look for the positive in everything.
Discovers the "new Brian."
Learns from his mistakes.
To get food, he must "understand nature".

The *Hatchet* diagram is an example of a web.

Storyboard

A storyboard is a visual way to organize projects such as multimedia presentations or the design of a web page. A storyboard helps you plan what you're going to say and show, and figure out which ideas belong at the beginning, middle and end. In a storyboard, each symbol can represent a different slide, screen or page.



The *Web Site Design Fair* diagram is an example of a storyboard.

Uses of outlines

When you make an outline, you create a hierarchical structure for your ideas. An outline helps you organize written documents, speeches or plans by providing a framework for your ideas and by letting you order the flow of information.

You will find outlining particularly useful for planning and structuring information when writing. While the structure of an outline is simple, outlines can help you organize very complex material.

Outlining

I. **Definition**
   An outline is like a jigsaw puzzle; you are working to fit pieces of information together into a cohesive picture.
   A. **Summary or synopsis of information**
   B. **An organizational pattern or schematic summary of ideas**

II. **Hierarchical form**
   A. **Supporting details are arranged beneath more important ideas**
      1. **See relationships among ideas**
      2. **Ideas are more supportive in nature as outline branches out**
   B. **Display organization of ideas**
      1. **Show areas where you need additional details to support main topics**
      2. **Point out areas which have too much emphasis and need to be trimmed to avoid imbalance**
      3. **Make clear what information is not relevant to your topic**

III. **Uses**
   A. **Map out chronology**
   B. **Show cause and effect relationships**
   C. **Clarify processes**
   D. **Expound logic**

Starting Inspiration

After you have your copy of Inspiration installed and personalized, you're ready to get to work. Here's how you open Inspiration.

To start Inspiration on a computer running Windows

- Click the Start button, point to Programs, then click Inspiration 8.

To start Inspiration on a Macintosh computer

- Open the folder that contains Inspiration, then double-click the Inspiration icon.

Chapter 3: Learning Inspiration, A Tutorial

This tutorial is a great starting point for learning how to use Inspiration. Please plan on about 45 minutes from start to finish.

If you're new to Inspiration and like to learn while working on screen, this tutorial is for you. We have kept the information in small, manageable chunks to make it easy to learn the basics quickly. Before you know it, you'll be using Inspiration to develop your own great ideas!

You use Inspiration the same way as most Mac OS and Windows programs. For example, you use the mouse to drag objects and to select text. You also click and double-click, as well as enter information using the keyboard. If you're not comfortable doing these things, take a moment now and refer to the user's guide that came with your computer.

Conventions we use

The tutorial has instructions for both Mac OS and Windows-based computers. When you're asked to press a key or click a command on a menu, the Mac OS instructions appear first, and the Windows instructions are in parentheses immediately afterward. Here are two examples: Press Return (Enter) and press the Command (Ctrl) key.

When you're asked to enter specific text, the text you type appears in bold. For example, **The Enlightenment**. When referring to a symbol or name you already entered, it appears in italics, like *The Enlightenment*.

And a special note . . . Because people work in different ways, Inspiration offers many ways to do things—from toolbar buttons to menu commands to keyboard shortcuts. While these options are all readily available, this tutorial usually shows one way to do a task. By limiting the alternatives presented, we hope to make it easier to learn the task. In the Help system and the *Inspiration User's Manual*, you will find many ways to do each task so you can pick the one that's most comfortable for you. To access the Help system, see "Where to find more information" on page 5. To view or print the *Inspiration User's Manual*, see "Viewing and printing Inspiration documentation" on page 17.

How we organized the tutorial

In the Inspiration tutorial, you will follow a series of straightforward, step-by-step instructions to create a simple visual representation of an idea called a diagram. You also work with an outline: a text-based, hierarchical display of the same idea.

The tutorial is organized into three lessons. They're designed to be completed in order, but you don't need to do them all at one time. Each lesson introduces you to several of the unique features in Inspiration. When you finish the tutorial, you'll be ready to create diagrams and outlines on your own.

Lesson One: Introduction to Diagram View

In this lesson, you'll create a diagram about the Enlightenment period using symbols, links and notes. You'll learn to do the following:

- Start Inspiration
- Start a new diagram
- Enter a main idea
- Add ideas quickly using the RapidFire tool
- Point and type to add an unconnected symbol
- Use the Create tool to add a linked symbol
- Search for a symbol
- Browse the symbol libraries
- Connect ideas using the Link tool
- Label the connections between ideas
- Add a note to a symbol
- Move a note
- Save a document
- Quit Inspiration

Start Inspiration

Note: Before you can start the program, Inspiration needs to be installed. If you haven't installed Inspiration on your computer yet, see "Installing Inspiration" on page 13.

To start Inspiration on a computer running Windows

- Click the Start button, point to Programs, and then click Inspiration 8.

  The Inspiration Starter opens.

To start Inspiration on a Macintosh computer

- Open the Inspiration 8 folder, and then double-click the Inspiration icon.

  The Inspiration Starter opens.

Start a new diagram

From the Inspiration Starter you can quickly begin a new project, open existing documents and access the many different Inspiration templates. You can also open any of the resources, including examples and training videos, provided to help you learn and use Inspiration.

You'll begin this tutorial by starting a new diagram.

- To start a new diagram, click the Diagram button.

  A new document opens with the *Main Idea* symbol centered on screen.

Enter a main idea

The *Main Idea* symbol provides a starting point for your work. It's easy to get started—just type!

- Type the diagram topic, **The Enlightenment**, into the *Main Idea* symbol.

  Now you're ready to add topics that expand or explain your main idea.

Add ideas quickly using the RapidFire® tool

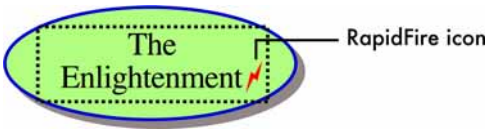
The RapidFire tool allows you to add a series of ideas that are connected to a symbol (RapidFire With Links option) or to add a series of unconnected ideas (RapidFire Without Links option). When you use the RapidFire tool, you can concentrate on adding ideas rather than creating symbols one at a time.

The RapidFire tool places information in a freeform structure. There's no need to think about organizing yet; you're still getting ideas down to “see” what you think. You'll learn more about organizing the information later in this tutorial.

First, you'll add linked symbols to your main idea.

1. Select *The Enlightenment* if it's not already selected. On the Main toolbar, click the RapidFire button.

   A red lightning bolt appears in the symbol to show that the RapidFire tool is turned on.

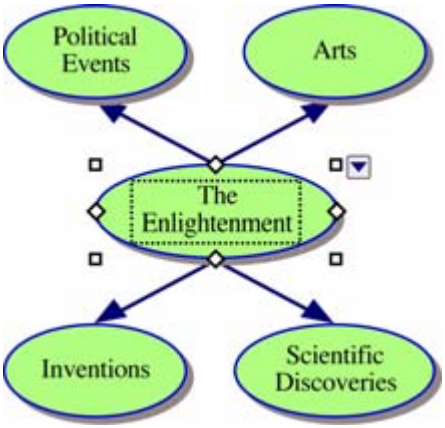
   

2. Type **Scientific Discoveries** and press Return (Enter).
3. Type **Inventions** and press Return (Enter).
4. Type **Political Events** and press Return (Enter).
5. Type **Arts**.
6. Click the RapidFire button again to turn the RapidFire tool off.

   You'll notice there's now a Subtopic Quick Control near the upper right corner of *The Enlightenment*.

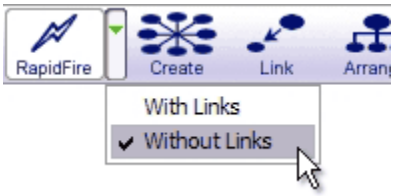
   The Subtopic Quick Control appears next to a symbol to show that it has a subtopic. Clicking the Subtopic Quick Control will hide and show the subtopics.

Here's what the diagram looks like now.



Now use the RapidFire tool again, this time adding a series of unconnected ideas.

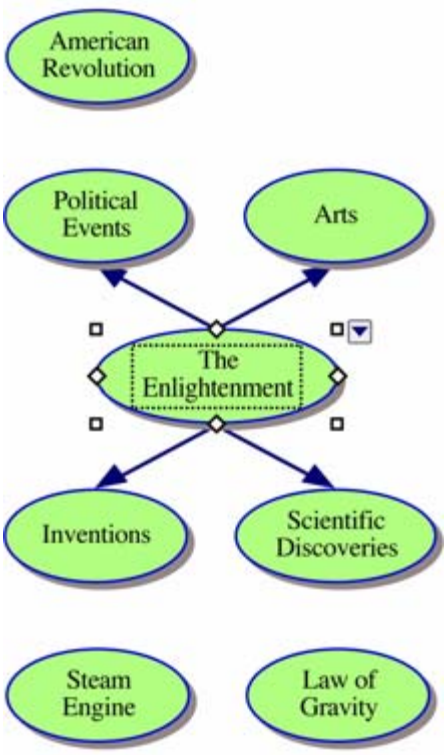
1. Select *The Enlightenment* if it's not already selected. On the Main toolbar, click the RapidFire Options button. Select Without Links.



   Again, a red lightning bolt appears in the symbol to show that the RapidFire tool is turned on.

2. Type **Law of Gravity** and press Return (Enter).
3. Type **Steam Engine** and press Return (Enter).
4. Type **American Revolution**.
5. Click the RapidFire button to turn the RapidFire tool off.

Here's what the diagram looks like now.



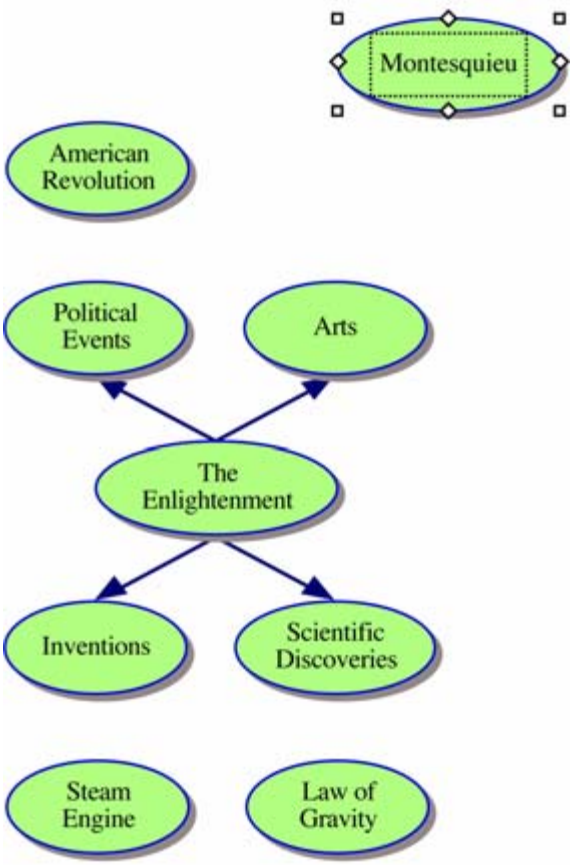
Tip: If you made a mistake while entering text into a symbol, don't worry. Simply double-click the text in the symbol. Then select the words to change and type over them. You can also insert text by clicking where you want to make a correction and entering the new text.

Point and type to add an unconnected symbol

Pointing and typing anywhere on the workspace is another quick way to add an unlinked idea. When you type, a new symbol is automatically created.

1. Click in the open area of the diagram above *Arts*.
2. Type **Montesquieu**.

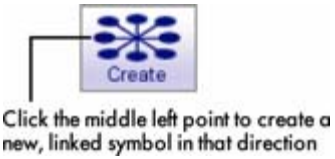
Here's what the diagram looks like now.



Use the Create tool to add a linked symbol

To add a linked symbol in any direction, use the Create tool.

1. Select *Political Events*. On the Main toolbar, position the cursor over the middle left point on the Create button.



   When you roll over a point on the Create button, it highlights to show the direction in which the new symbol will be created.

2. Click the middle left point. A new symbol appears connected to and directly left of *Political Events*. This symbol is selected and ready for you to enter an idea.

3. Type **French Revolution** into the new symbol.

Search for a symbol

Inspiration provides a wide variety of pictures and images to represent concepts and ideas. In the built-in libraries, you'll find more than 1,000 symbols organized into curriculum-based categories. In addition to the libraries that come with Inspiration, the program offers an online collection of more than one million images.

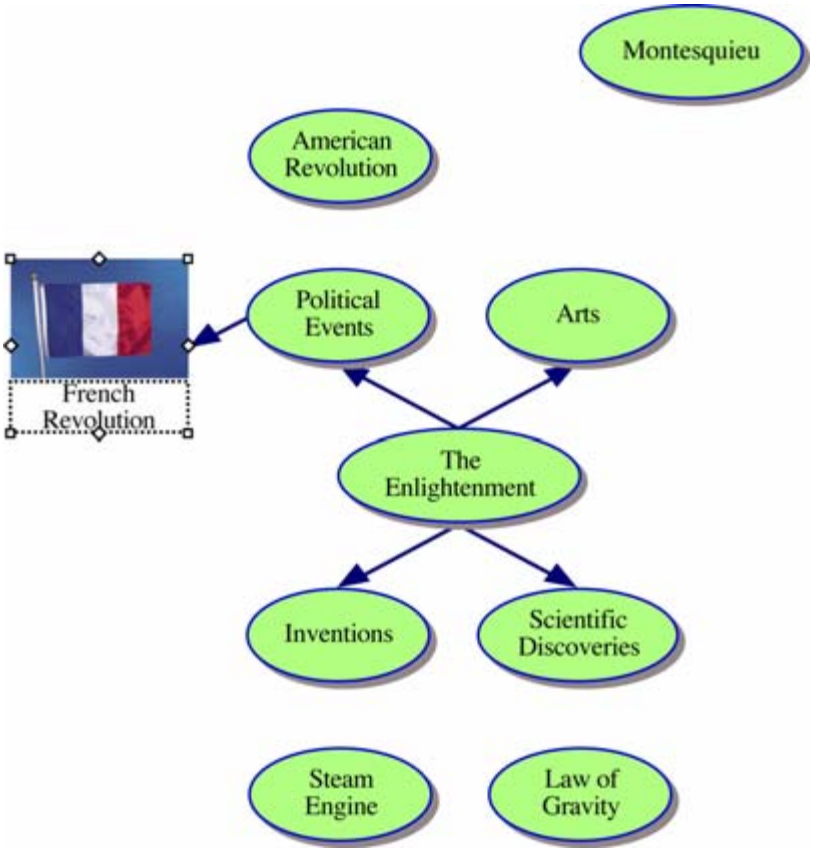
Inspiration's search function makes finding just the right image a snap. When you search for symbols, Inspiration searches both the Inspiration libraries on your computer and the online collection.

Note: To search the online symbol collection, the Online Access option must be selected in Preferences. You will find Preferences on the Utility menu.

1. Select *French Revolution* if it's not already selected.
2. In the box at the bottom of the Symbol palette, type the words **French** and **flag**.
3. Click the Find button.

   Inspiration searches for all images containing your keywords.
4. Click one of the images that appear. Since it was selected, the *French Revolution* symbol automatically changes to the shape of your selection.

Here's what the diagram looks like now.



Browse the symbol libraries

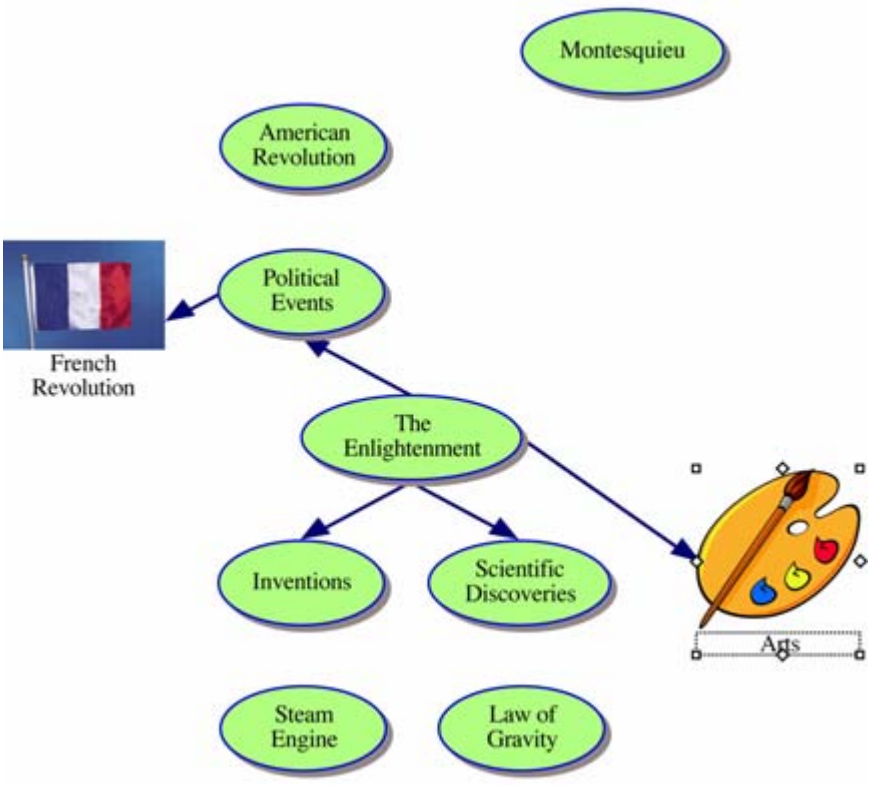
You can also browse Inspiration's built-in libraries to see a variety of symbols within a specific category. To scroll through Inspiration's built-in libraries one by one, use the Next Library or Previous Library buttons on the Symbol palette.

1. Select the *Arts* symbol.
2. On the Symbol palette, click the Libraries tab.
3. Click the Next Library button nine times. The Art tools library should be visible.
4. Click on the *Palette*.

Arts automatically changes to the shape of this palette.

You may want to reposition *Arts* to make more of the link visible. Inspiration makes it easy move symbols—you just click and drag them anywhere on the diagram. When you move a symbol, any links automatically adjust.

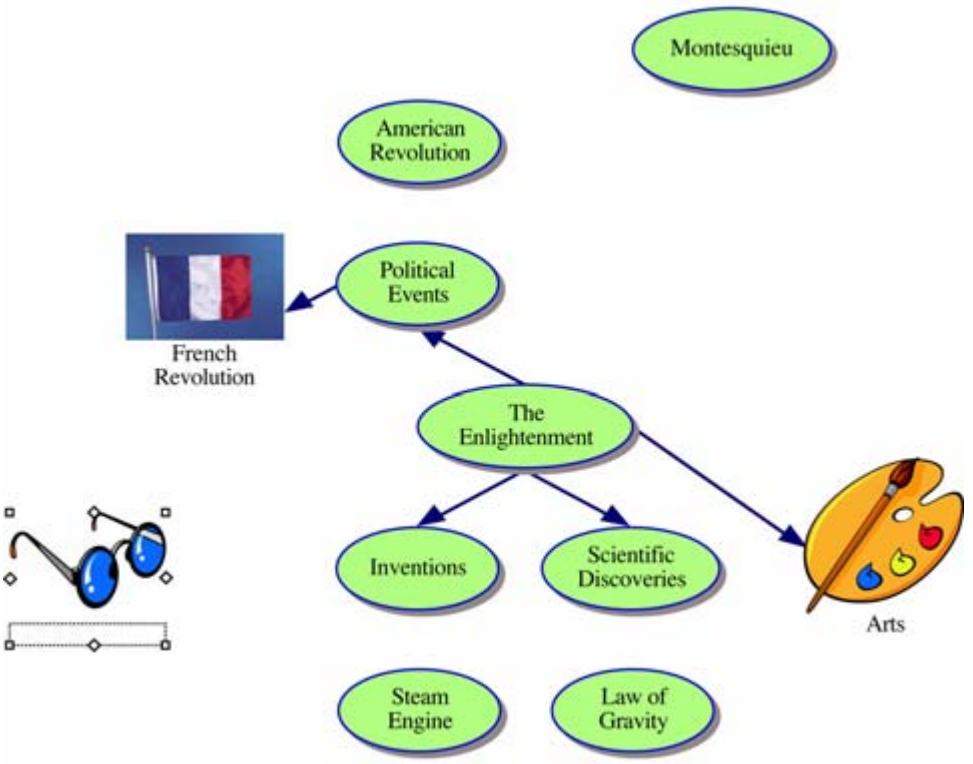
- With *Arts* still selected, drag the symbol down so your diagram looks like the one below.



You can also use drag and drop to add a symbol from the Symbol palette to represent a new idea. This time, you'll click the Select Library button to jump right to your chosen library. The Select Library button offers a category list of all of Inspiration's built-in symbols.

1. Click the Select Library button. Navigate to the Food-Health category, and choose the Health library.
2. Drag the *Glasses* symbol until it is positioned to the left of *Inventions* and release the mouse button.

When you add a symbol using drag and drop, it is not connected to any other symbols.



Connect ideas using the Link tool

Links show the relationships and connections between ideas. When you use the RapidFire With Links tool or the Create tool, your ideas are automatically linked. You can also create links.

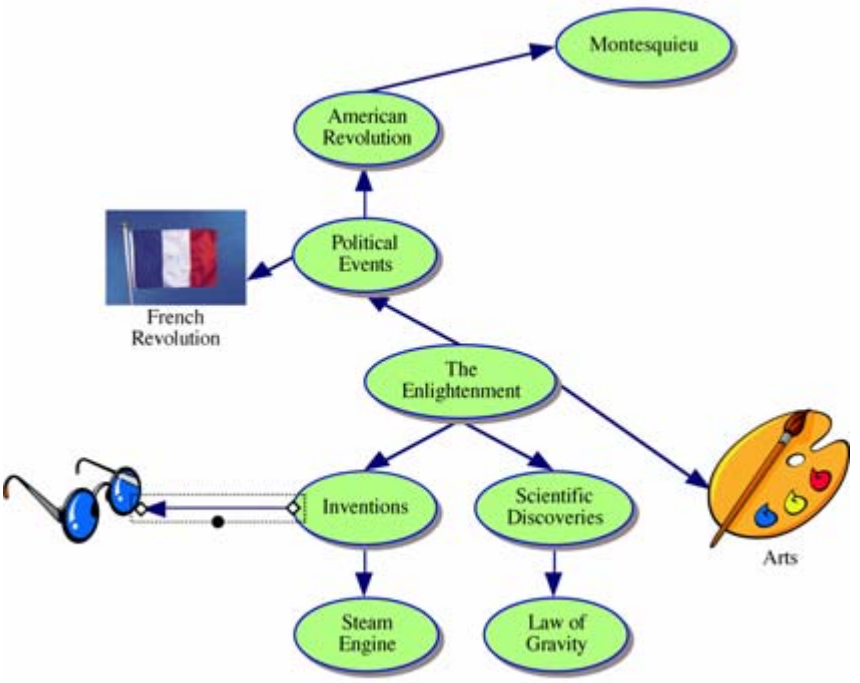
1. Select *Political Events*. This is the symbol where the link will start.
2. On the Main toolbar, click the Link button to turn on the Link tool.

   The cursor now looks like this .
3. Click *American Revolution*. This is the symbol where the link will end.

   A link with the arrowhead pointing to the *American Revolution* symbol appears.
4. Click *American Revolution* again.
5. Now click *Montesquieu*.

   A second link appears and the arrowhead points to the *Montesquieu* symbol.
6. Continue to link symbols together. Click on the first symbol and then the symbol where you want the link to end.
   - Link *Scientific Discoveries* to *Law of Gravity*.
   - Link *Inventions* to *Steam Engine*.
   - Finally, link *Inventions* to *Glasses*.
7. Click the Link button again to turn off the Link tool.

Here's what the diagram looks like now.



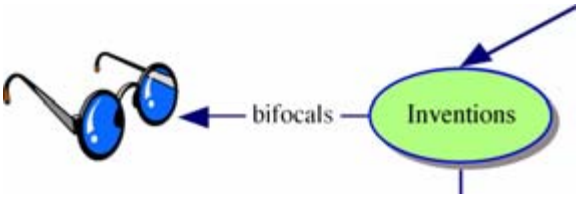
Label the connections between ideas

Each link has a text box that appears when the link is selected. Adding text to this box defines the relationship between the symbols.

1. Select the link between *Inventions* and *Glasses* if it's not already selected.

   When a link is selected, you see the outline of the text box associated with that link. It's ready for you to enter text.

2. Type **bifocals**.



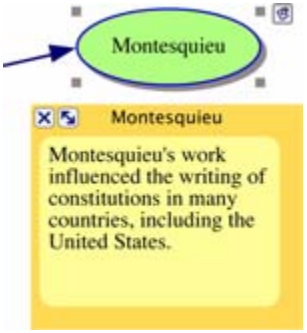
Add a note to a symbol

A note is available for each symbol in a diagram. Notes allow you to expand ideas and actually begin the writing process while continuing to work in a visual format.

1. Select *Montesquieu*. On the Main toolbar, click the Note button.

   A note opens below the symbol.

2. Type **Montesquieu's work influenced the writing of constitutions in many countries, including the United States**.

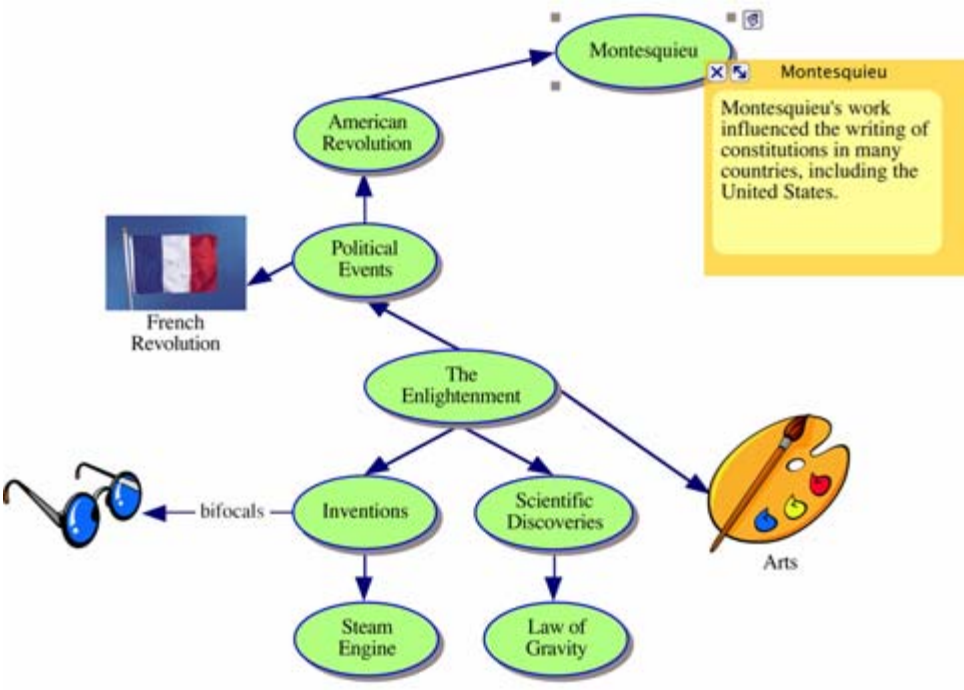

Montesquieu
Montesquieu
Montesquieu's work influenced the writing of constitutions in many countries, including the United States.

Move a note

After you add a note to a symbol, it's easy to move the note to another location on the symbol, or to any open place in the diagram.

1. Click the note title bar to select the open note.
2. Drag the note to the lower right side of *Montesquieu*.

Here's what the diagram looks like now.



Save a document

Whenever you're working on a document, it's a good idea to save it on a regular basis. To save a document for the first time, or to save a document you've already saved using the current file name, use the Save command.

1. On the File menu, choose Save.
2. If necessary, select the folder in which you want to save the document.
3. Click Save.

Note: All Inspiration documents are automatically saved with an ISF extension.

Quit Inspiration

If you're ready to take a break from the tutorial, you can quit Inspiration after saving your changes. If you want to continue, just skip this procedure and turn to the next lesson.

1. To close your file and quit Inspiration, on the File menu, choose Quit (Exit). If you've made changes to the document, Inspiration prompts you to save those changes.
2. Click Yes to save your changes and quit Inspiration. You can start again with the next lesson.

Lesson Two: Introduction to Outline View

Inspiration's diagramming and outlining environments are fully integrated. While you've been creating a web of your ideas in Diagram View, Inspiration has also been working behind the scenes, building an outline of your work.

You can always begin a new outline from scratch by clicking the Outline button on the Inspiration Starter. For this lesson though, open the diagram created in the previous lesson by clicking the Open File button.

Working in Outline View, you'll learn to do the following:

- Switch from Diagram View to Outline View
- Add a topic
- Add a subtopic
- Organize topics
- Move a topic by dragging
- Change the level of a topic
- Hide and show subtopics
- Add a note
- Hide and show a note
- Set topic defaults
- Change topic prefixes

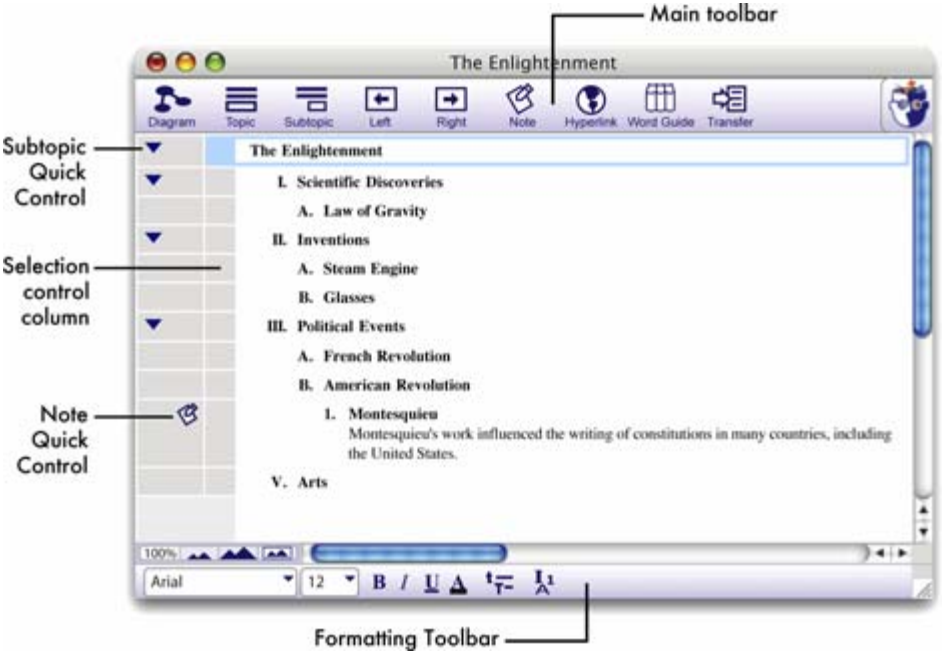
Switch from Diagram View to Outline View

When you switch to Outline View, your information is instantly displayed in traditional hierarchy.

1. Select *The Enlightenment*.
2. To view your information in Outline View, click the Outline button on the Main toolbar.

The diagram is transformed into an outline. The symbols now appear as topics and subtopics, and the notes text is visible. Even though you did not name the *Glasses* symbol in Diagram View, the Picture-to-Topic option automatically provided a label for the topic to ensure you didn't lose the relationships between ideas when you switched views.

Here's what the outline looks like now.



Add a topic

Topics are the core ideas in your outline. You can add a new topic in Outline View as easily as you added a new symbol in Diagram View.

1. Select *Political Events* by clicking in the Selection control column. A selection box appears around the topic to show it's selected.
2. On the Main toolbar, click the Topic button.

   Inspiration inserts a new topic and automatically assigns it a prefix. The cursor moves to the new line so you're ready to enter text for your new idea.
3. Type **Influential People**.

Add a subtopic

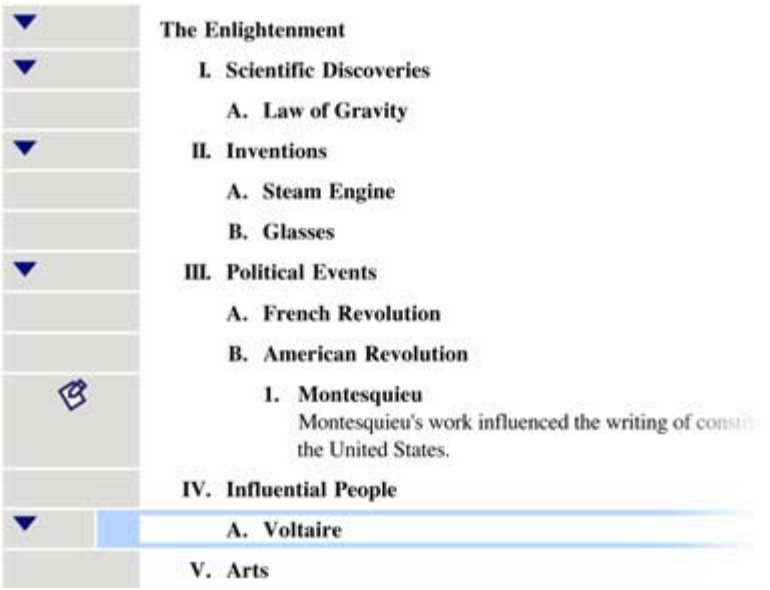
In the same way you added a new topic, you can add new subtopics. These ideas provide information subordinate or supplemental to a topic.

1. With *Influential People* selected, click the Subtopic button on the Main toolbar.

   When you add a subtopic, Inspiration automatically indents it one level below the selected topic and assigns it a prefix. The cursor also moves to the new line so you can enter text for the new idea.

2. Type **Voltaire**.

Here's what the outline looks like now.



Move a topic by dragging

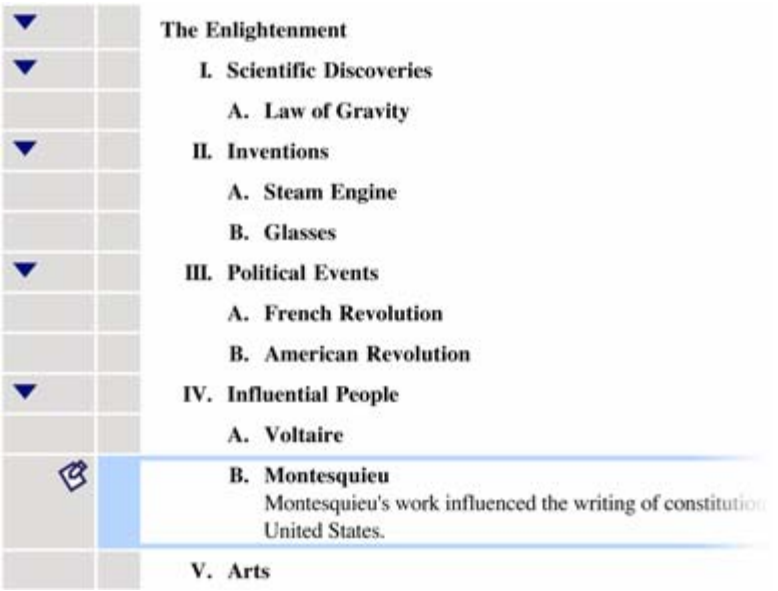
There are many ways to organize your outline. The most direct is simply dragging a topic up or down in the outline. Any subtopics associated with this topic move too.

1. Select *Montesquieu*.
2. Drag the topic so it is positioned directly below *Voltaire*. Release the mouse button.

   While you drag, the topic remains in its original position until you release the mouse button. You can tell where the topic's new location will be by watching the gray line as you drag. The small highlighted dot indicates the indentation level of the topic's new location.

   Montesquieu now appears as a subtopic of *Influential People*, at the same level as *Voltaire*.

Here's what the outline looks like now.



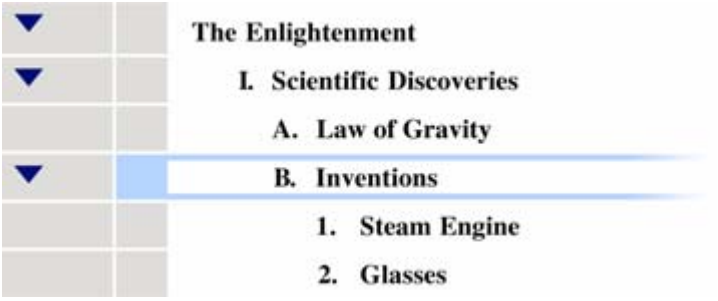
Change the level of a topic

To move a topic to a lower level in the outline, drag it to the right or use the Right tool to move it down in the hierarchy.

1. Select *Inventions*.
2. On the Main toolbar, click the Right button.

The *Inventions* topic and its subtopics move to the right and are now subtopics of *Scientific Discoveries*.

Here's what this section of the outline looks like now.



Hide and show subtopics

When working with a complex outline, it's often useful to hide subtopics so you can concentrate on the main topics.

1. Click the Subtopic Quick Control to the left of *Scientific Discoveries*. The subtopics for this topic are now hidden.
2. Click the Subtopic Quick Control again to show the subtopics.

Add a note

Notes text is a good way to further develop ideas in Outline View. You can add anything from one sentence to multiple paragraphs to several pages of text.

1. Select *Glasses*.
2. On the Main toolbar, click the Note button.

   The cursor moves to a new line so you can enter the notes text.
3. Type **Benjamin Franklin invented bifocals in the 1700s. He was tired of switching between two pairs of glasses.**

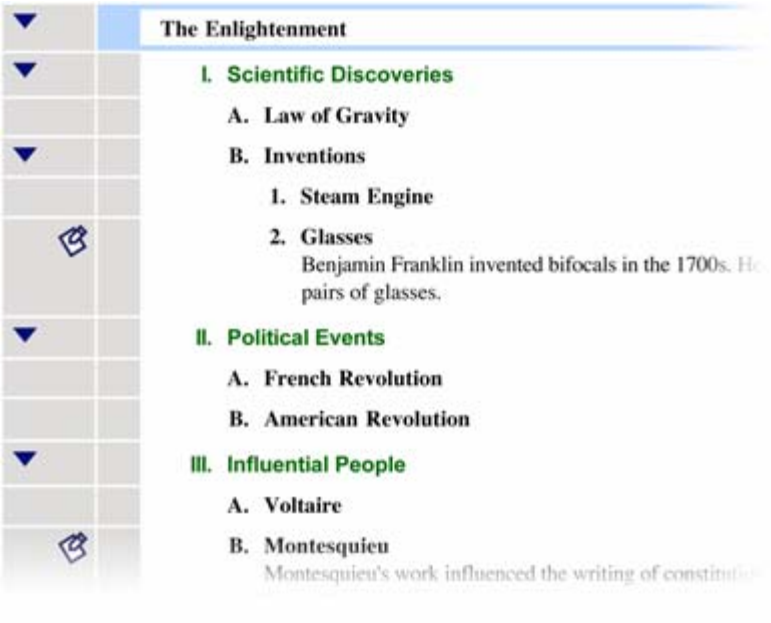
   When you add a note, a Note Quick Control appears in the Note control column to the left of the topic. The Note Quick Control indicates that the topic's note is either hidden or showing .

Set topic defaults

To clearly define the structure of your outline, you can set the defaults for any or all topic levels and notes. Default options include font, text size, text color and other style choices.

1. Select *The Enlightenment*.
2. On the Formatting toolbar, click the Topic Defaults button . The Topic Defaults dialog box appears.
3. Select Level 1 and change the color to dark green. Click Preview.
4. Select a new font. Click OK.

Here's what the outline looks like now.



Change topic prefixes

Inspiration offers a variety of prefix styles you can use in your outline.

1. On the Formatting toolbar, click the Prefix button .
2. Select a new prefix style.

   All of the prefixes in the outline are changed to reflect your selection.

Taking a break

If you're ready to take a break from the tutorial, save your changes and quit Inspiration. If you want to continue, just skip this procedure and turn to the next lesson.

Lesson Three: Advanced Diagram View

Since the Inspiration views are fully integrated, when you return to Diagram View, you see the diagram has changed to reflect the work done in Outline View.

In this final lesson, you complete your project as you learn to do these things:

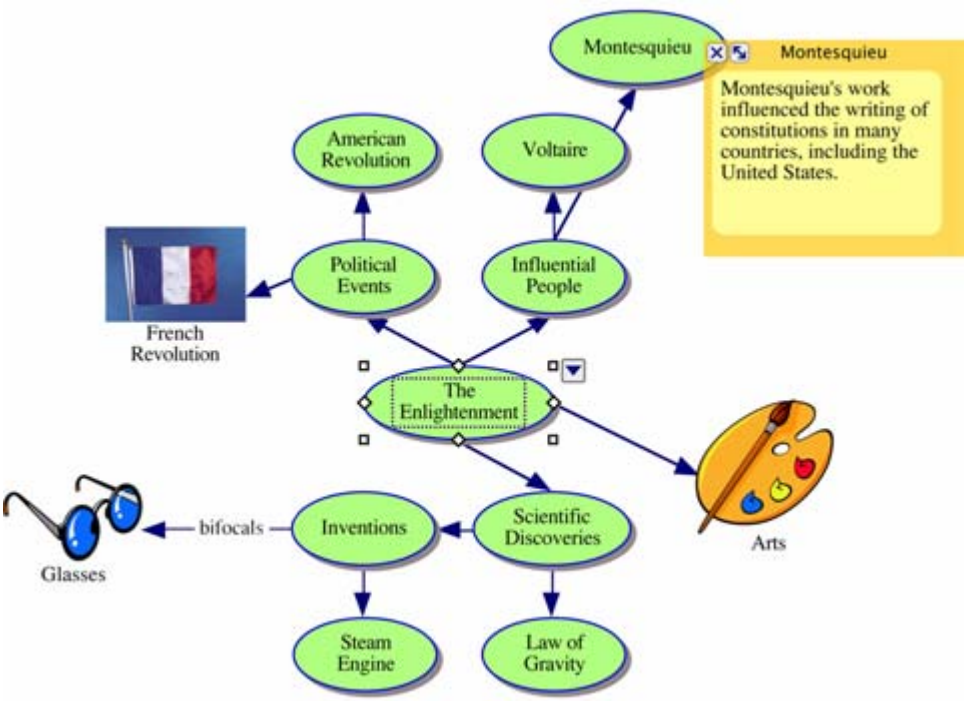
- Switch from Outline View to Diagram View
- Set symbol defaults
- Change note colors
- Arrange a diagram using the Arrange tool
- Control the arrangement of a diagram using AutoArrange
- Change the view scale
- Insert a hyperlink
- Record a sound
- Create a video symbol
- Print diagrams and outlines
- Transfer to a word processor
- Export diagrams and outlines

Switch from Outline View to Diagram View

1. Select *The Enlightenment* if it's not already selected.
2. To view your information in Diagram View, click the Diagram button on the Main toolbar.

The outline is transformed into a diagram.

Here's what the diagram looks like now, including the work done in Outline View.



Set symbol defaults

Changing the defaults for symbols allows you to quickly create multiple symbols with the same characteristics.

1. Select *Political Events*.
2. On the Formatting toolbar, click the Fill Color button. Select a light color from the palette.

   The color inside the symbol changes to reflect your selection.

3. On the Symbol palette, click on the basic rounded rectangle shape that appears at the top of the palette. The *Political Events* symbol now looks something like this.

4. With *Political Events* still selected, on the Formatting toolbar, click the Defaults button . Choose Set Default.
5. Now select *Influential People* and *Scientific Discoveries*—the other basic symbols at the same level as *Political Events*.

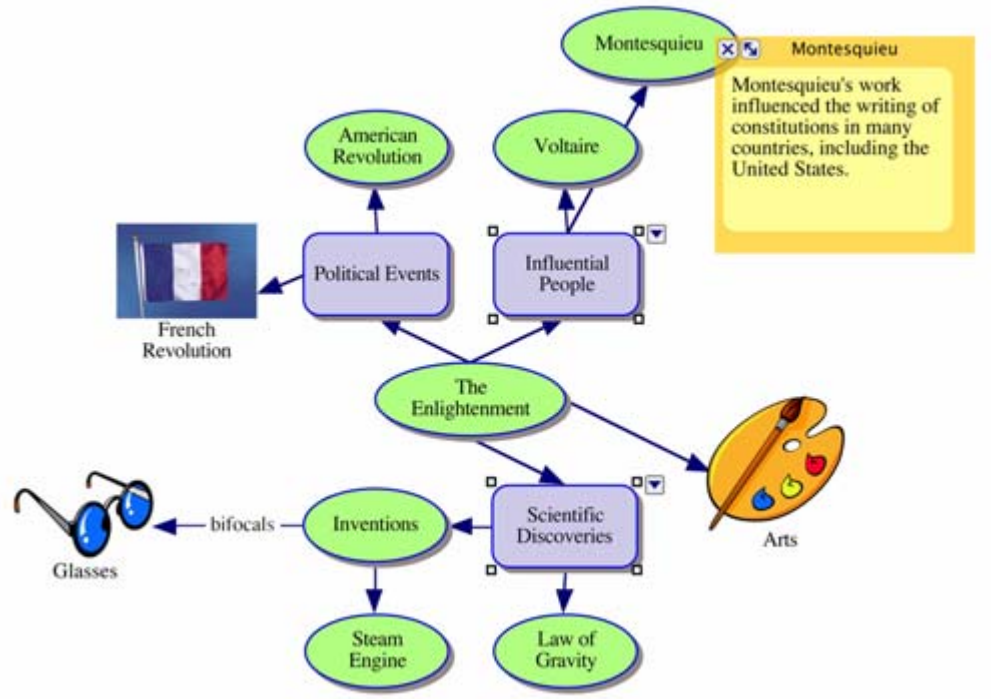
   Tip: To select more than one item, press the Shift key and click each item.

6. Click the Defaults button , and choose Apply Default.

   These symbols now exhibit the same formatting as the *Political Events* symbol. Any new symbols added to the diagram will also have these same characteristics.

   Note: You can also use the Topic Defaults tool to set defaults for links and notes.

Here's what the diagram looks like now.



Change note colors

Note colors are also changeable, so you can customize them to match symbols.

1. Select *Glasses*. Click the Note Quick Control .

   The note opens.

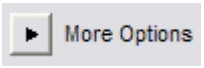
2. On the Formatting toolbar, click the Line Color button and choose a light blue color from the palette. This will change the color around the note.

Arrange a diagram using the Arrange tool

The Arrange tool changes a freeform diagram into a more structured layout. You can apply one of three basic arrangements to a diagram, then make refinements using the Arrange options.

1. Select *The Enlightenment*.
2. On the Main toolbar, click the Arrange button.

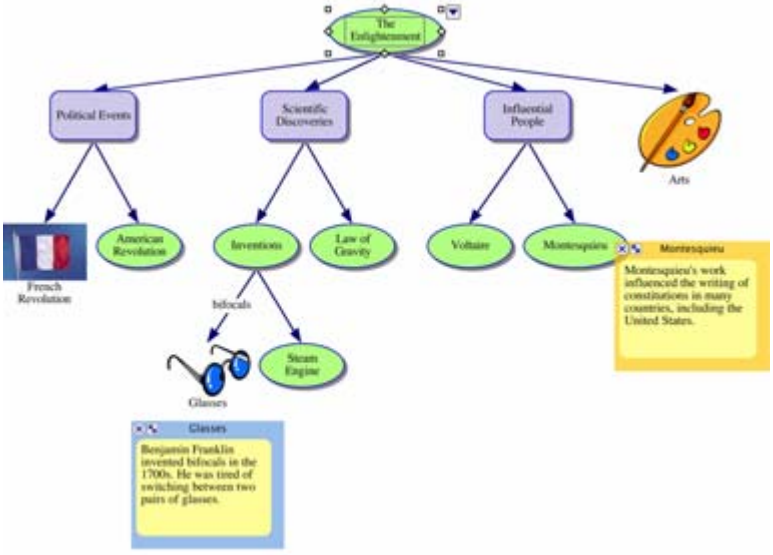
   The Arrange dialog box appears.
3. Select Tree.
4. Click the More Options button.

5. In the Links box, choose Straight.
6. Click OK.

   The diagram automatically rearranges into the new format.

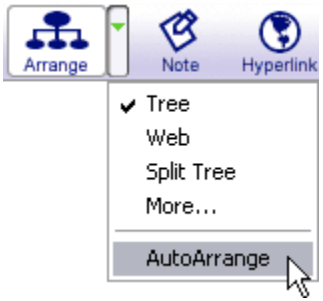
Here's what the diagram looks like now.



Control the arrangement of a diagram using AutoArrange

AutoArrange makes it easy to maintain the structure of your diagram. As you work, AutoArrange continuously arranges any linked symbols you add to your project.

1. On the Main toolbar, click the Arrange Options button. Select AutoArrange from the drop-down list.



   Note that this drop-down list also offers quick access to Inspiration's basic arrangement styles.

2. Select *The Enlightenment* if it's not already selected.

3. Now you'll add two new topics. Click the RapidFire Options button on the Main toolbar, and select With Links. The red lightning bolt tells you the RapidFire tool is turned on.

4. Type **Daily Life** and press Return (Enter).

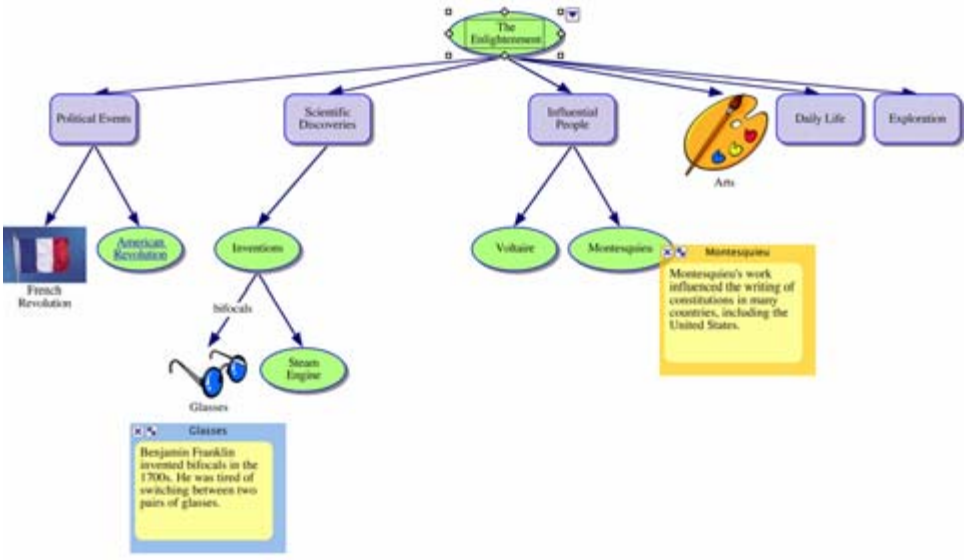
5. Type **Exploration**.

6. Click the RapidFire button again to turn the RapidFire tool off.

   Your new symbols are automatically incorporated into the diagram arrangement.

   Note: When AutoArrange is on, you can continue to move symbols to change their order of position.

Here's what your diagram looks like now.



Change the view scale

Magnifying and reducing the view allows you to work with specific parts of your diagram or outline, or to see the entire screen at one time. To see more of the diagram or outline in the window, you zoom out. To make symbols or topics look bigger, you zoom in. You can also zoom in or out to a specific percentage.

1. On the Scroll bar, click the Zoom In button several times. This makes your diagram appear larger on the screen.
2. If you'd like the diagram to appear smaller on screen, click the Zoom Out button .
3. To size your diagram to fit nicely on screen, click the Fit to Window button .

Insert a hyperlink

You can further enhance a project by integrating resources from the Internet. You can also hyperlink directly to a document created in Inspiration or another application.

1. Select the words “American Revolution.”
2. On the Main toolbar, click the Hyperlink button.

   The Hyperlink dialog appears.
3. Select Web Page.

   The selected text appears in the Hyperlink Text box.
4. In the Link To box, type **www.americaslibrary.gov**. Click OK. This creates a hyperlink to a Library of Congress web page.

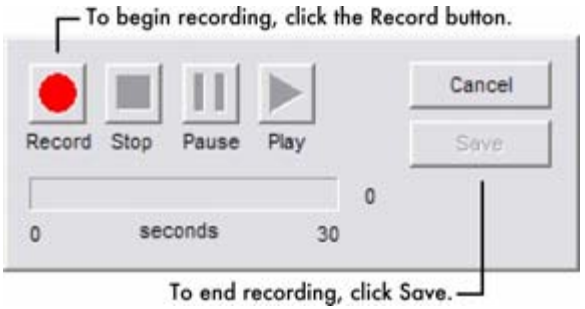
Note: You can also simply drag and drop or copy and paste a URL or file from your computer's desktop onto your diagram.

Record a sound

You can also annotate diagrams and outlines with recorded comments.

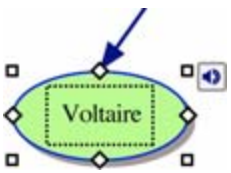
Note: To record sounds, Record Sound must be made available in Preferences, and your computer must have a microphone. You will find Preferences on the Utility menu.

1. Select *Voltaire*.
2. On the Tools menu, point to Insert Video or Sound, and then click Record Sound.
3. In the recording control box, click Record to begin recording.



4. Say "**I disapprove of what you say, but I will defend to the death your right to say it. ~Voltaire**"
5. When you finish recording, click Save.

   The Audio Quick Control is now displayed next to the *Voltaire* symbol. Click the Audio Quick Control to play your recorded sound.



Create a video symbol

You can add video to diagrams for research and reports, planning multimedia projects and creating more dynamic presentations. You can even make a video a symbol in your diagram.

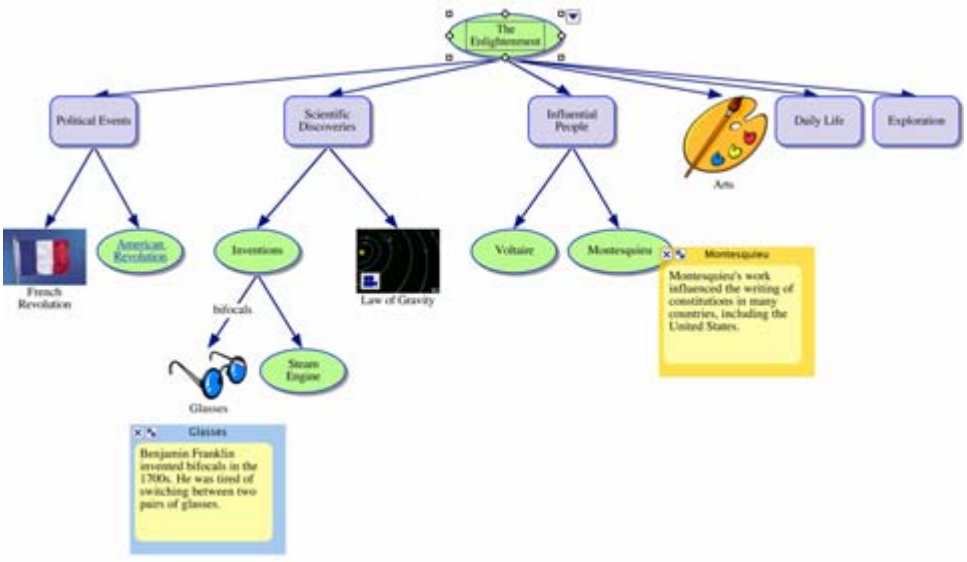
Note: To insert and play a video, your computer must have QuickTime. To install QuickTime, choose Get QuickTime on the Inspiration Help menu.

1. Select *Law of Gravity*.
2. On the Tools menu, point to Insert Video or Sound, and then select Video.
3. Navigate to the Inspiration 8 folder on your hard drive. Select the Tutorial Support folder and open Isaac_Newton.mov.

   The first frame of the video is now the image for the *Law of Gravity* symbol. Click the Video button to play the video.

   Note: You can also simply drag and drop or copy and paste a video file onto your diagram.

Here's how the diagram looks now.



Print diagrams and outlines

Before you print your project, you can determine layout, margins, headers and footers, etc., by selecting Page Setup on the File menu. Page Setup also allows you to preview the diagram or outline before printing and, once you're ready, to print.

1. On the File menu, choose Page Setup.
2. Make your selections and choose Print Preview to preview your work.
3. Click Print.

   Note: If you're creating a bulletin board or other display, you can scale your work to fill a specified number of pages.

Transfer to a word processor

When you are ready to finalize your work for publication, you can easily transfer it to a word processor. The Transfer tool automatically launches Microsoft® Word or Appleworks®.

1. Click the Transfer button on the Main toolbar.

   The Transfer Options dialog appears.
2. Select your preferred options and click OK.

   Inspiration automatically launches your preferred word processor and transfers your work.

   Note: In some cases, it may be advantageous to simply transfer your notes. Using this option, each note becomes a separate paragraph, making it easy to finalize your paper or report.

Export diagrams and outlines

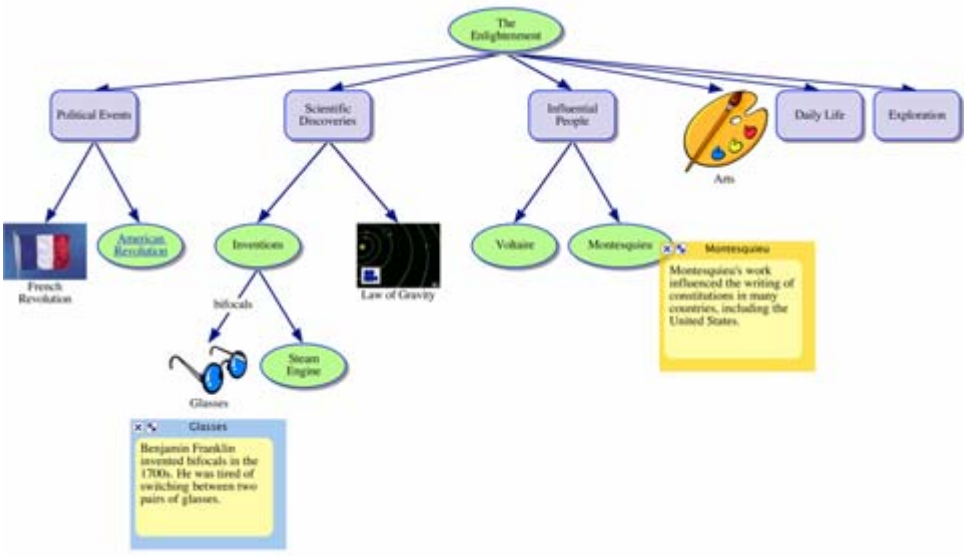
Diagrams and outlines can be exported for use in a variety of other programs.

- On the File menu, choose Export and make your selections.

Take a final look

Congratulations! You've finished creating your Enlightenment project.

Here's one more look at how the diagram appears on the screen.



Other inspiring resources

To learn more about using Inspiration, check out these inspiring resources.

Training videos

Inspiration includes training videos that show how to do specific tasks using Inspiration, including creating symbol libraries, using templates and more.

Note: To import a video, your computer must have QuickTime. To install QuickTime, choose Get QuickTime on the Inspiration Help menu.

1. On the Inspiration Starter, click Learn to Use.

2. Double-click Training Videos to see the list of available videos.
3. Select a video title in the list, and then click Open.

Online Help

The Inspiration Help system contains detailed information about how to use Inspiration, including special features, tools and commands.

- To open the Help file, choose Inspiration Help on the Help menu. If the Help system is not available, you must install it using the Inspiration CD-ROM.

Inspiration User's Manual

The *Inspiration User's Manual* contains all the information in the Help system. The manual is available as a PDF file, which you can view and print using Adobe Acrobat Reader.

- To open the User's Manual PDF file, choose Inspiration Documentation on the Help menu. Double-click User's Manual.pdf.

  Note: If your computer does not have Acrobat Reader, you can download a free copy from Adobe at www.adobe.com.

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